Approvers Checklist

Navigation: *Home Page → Worklist Link*

Note: PeopleSoft has many ways to approve items. The worklist is recommended. If you do not use the worklist to approve requests, the requests will remain in the worklist after they are approved and will need to be removed manually.

1. Click the link you wish to approve.

2. Approval Action – There are three choices.

    a. Approve – Approves the action.
    b. Deny – Denies the action.
    c. Recycle (does not work at the present time) – Allows you to type in comments and route back to the creator. Instead, click the notify button, enter the person's e-mail address, type the message and click OK.

3. Click Save.